



Text Organizer - Information Report

Introduction • definition or classification of the subject

May include a definition, classification or brief description.

Description • important facts about the subject

- Facts about the subject, set out in paragraphs.
- Subheadings are often used. For example:

animal	person	object	place
Appearance	Name, age	Appearance	Location
Habitat	Appearance	Parts	Climate
Movement	Personality	Functions	Geography
Food	Occupation	Features	Population
Behaviour	Achievements	Uses	Culture
Lifecycle	History	Value	History

- May include photos, pictures, maps or diagrams.

Hide details



Conclusion • summary or comment (optional)



Information Report TIPS:

Start with a definition or brief classification.

Include the most important facts about your topic.

End with a summary or comment.

New paragraph for each part.

Word focus:

- general terms e.g. use 'bikes' rather than 'my bike'.
- technical or scientific words

Tense:

- timeless present

Style:

- Impersonal
- Third person

